



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 10th NOVEMBER 2025

PRESENT:

Cllr. K. Batley (Chair); Cllr. D. Dawes, R. Nash, Miss. C. Needs, P. Ralph, M. Stanley, Mrs. J. Warr, P. Wells and M. White

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
Mr. B. Handley (Event Duty Officer)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 6.49pm

56. WELCOME BY CHAIR

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

57. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

No prior apology for absence was received from Cllr. P. Woodall and this could not, therefore, be approved.

58. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- b) the nature of the Interest
- c) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- d) if it is a Disclosable Pecuniary or Other Registrable Interest and therefore must temporarily leave the meeting for the discussion and

vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Nash declared an Ordinary Interest in Agenda item 8 as a Member of the Economy Committee at Arun District Council

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 8 as a Member of Arun District Council

59. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 15th SEPTEMBER 2025, AND THE EXTRAORDINARY MEETING OF 13th OCTOBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 15th September 2025, and the Extraordinary Meeting of 13th October 2025, as accurate records and the Chair duly signed them.

60. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery, and the meeting was not, therefore, adjourned.

61. CLERK'S REPORT FROM PREVIOUS MINUTES

61.1 3rd June 2024 - Min. 15 Policy and Resources Committee Meeting – Joint Art Project, Hotham Park Subway

The Committee Clerk described Project 39 as having morphed into "something amazing".

From the initial concept, Project 39 was described as a collective arts venture initiated, designed and created by children, youth and young people of Bognor Regis, to transform Hotham Park subway, and deter against ad hoc and indiscriminate graffiti, which had been problematic.

Young people, representing local schools and working with representatives from Artsworld, Tiger Monkey UK Ltd, WSCC and BRTC, have produced artwork based on their interpretation of a promotional theme.

Until now the Committee Clerk, who had been tasked with progressing the project, had kept most of the project under wraps. Only a few had been given basic details.

The Committee Clerk considered it would be unfair to share images of proposed artwork and theme, to not diminish the impact, creativity and work of the young people. The Committee was informed that of the 400 art pieces submitted, 70 had been selected for inclusion in an array of collages.

The artwork was scheduled for opening on 28th November 2025, with the Mayor informed and invited to attend.

Once complete, the Committee Clerk would encourage all Members to visit and view the artwork of children, youth and young people of Bognor Regis.

61.2 15th September 2025 – Min. 42.4 Christmas Illuminations 2025 - Christmas Illuminations Working Group

The initial installation of display visuals are now complete, including Queensway, which previously, and until recently, the Committee Clerk thought at risk.

Second phase comprising:

- I. Siting of 3D motif – Nutcracker to Railway Station Square, and commando sockets to lighting columns in Queensway, are scheduled for 23rd November.
- II. Fitting of lights to Christmas trees, at various locations, are scheduled 24th November in readiness for the Switch-On event at 6pm on Saturday 29th November.

62. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 23rd SEPTEMBER 2025

The Committee Clerk's report, including appendices relating to the Notes of the Working Group, was **NOTED**.

There were no recommendations.

63. TO CONSIDER THE MOTION, DEFERRED BY COUNCIL, REGARDING A PRESENTATION ABOUT TOURISM AND INWARD INVESTMENT OPPORTUNITIES IN BOGNOR REGIS - MIN. 87 OF THE COUNCIL MEETING HELD ON 8th SEPTEMBER 2025 REFERS

The Committee Clerk's report was **NOTED**.

Following extensive debate questioning what would be presented, devolution, past regeneration projects and the expectations, Members, in majority, **RESOLVED** to **AGREE** to a Members Briefing at 6pm on Monday 19th January 2026, (in relation to opportunities for Bognor Regis with inward investment, to support the development of tourism in the Town).

64. TO FURTHER CONSIDER THE FUTURE OF MASCOT BILLY THE BULB IN CONTEXT OF POTENTIAL FUTURE STORAGE ISSUES, DEFERRED FROM THE PREVIOUS MEETING - MIN. 41 REFERS

The Committee Clerk's report was **NOTED**.

Following debate about image and future role, Members, in accepting re-purposing options were limited, unanimously **RESOLVED** to **AGREE**, the conditional storage offer from Reynolds Limited, under a year-to-year agreement, with reciprocal signage.

Further, Members unanimously **RESOLVED** to **AGREE**, that our Insurer's be informed, and policy be revised to negate Reynolds Limited from any loss or damage during the period of storage.

65. YOUTH AND YOUNG PERSONS BUDGET 2025/2026, INCLUDING: -

The Committee Clerk's report was **NOTED**.

65.1 To further consider those decisions deferred from the Extraordinary Environmental and Leisure committee meeting held on 13th October 2025 - Mins. 55.4, 55.7 and 55.11 refer

65.1.1 Young People's Shop - To ascertain the level and use of the unrestricted Reserves (Min. 55.4 refers)

Members, accepting the unrestricted reserves, as clarified, were below that stipulated by the Town Council, unanimously **RESOLVED** to **AGREE** to award £3,000 previously agreed in principle.

65.1.2 West Sussex Fire & Rescue Service - To ascertain whether it was appropriate for the Town Council to fund another Council (Min. 55.7 refers)

Members unanimously **RESOLVED** to **AGREE** the award of £3,000 to West Sussex Fire & Rescue Service previously held in provision.

65.1.3 Resourceful Community Scrap Store – To seek confirmation of applied DBS checks (Min. 55.11 refers)

In debate, Members whilst acknowledging DBS checks were applied for, further stipulated, under due diligence, the funding of £1,072.50 be awarded, on condition and receipt of DBS Certification within the next 12 months. Otherwise, the funding be returned.

Members **RESOLVED to AGREE** that the funding of £1,072.50 be awarded, on condition and receipt of DBS Certification within the next 12 months.

65.2 To consider and agree either earmarking the underspend of £4,362.50 from the Youth & Young Persons Budget 2025/2026, or returning to General Reserves - Min. 55.12 refers

Members unanimously **RESOLVED to AGREE** the underspend of £4,362.50 be earmarked for the Young & Young Persons Budget 2026/27.

66. PROPOSALS AND REQUIRED BUDGETS FOR 2026/2027 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: ALLOTMENTS, BOGNOR REGIS IN BLOOM, PUBLICITY AND PROMOTION, AND YOUTH PROVISION

The Committee Clerk's report was **NOTED**.

66.1 Members **AGREED to RECOMMEND** the 2026/2027 Allotments Competition budget be increased from £150 to £250 allowing for inflation and provision of prizes.

66.2 Members **AGREED to RECOMMEND** the Bognor Regis In Bloom Budget for 2026/2027 remain at £2,450, but redesignate the Environmental Projects of £1,000, to the Competition Expenses Budget. Thus, increasing the latter to £2,450 to enable provision of an external venue with in-house catering facilities for the 2026 In Blooms Award Evening, thereby reducing staff input time to a minimum.

For Environmental Projects, future budgetary provision would be via (a request to the Planning and Licensing Committee for funding from) the Town Council's CIL budget, as and when projects materialise.

66.3 Members **AGREED to RECOMMEND** that the 2026/2027 Publicity and Promotion Budget be increased from £7,000 to £7,500 to account for inflation and additional printing costs.

66.4 Members **AGREED to RECOMMEND** the 2026/2027 Youth & Young Persons Budget be set at £20,637.50 to enhance youth and young person's activities within the town, under a more exacting criteria, following the success of the Youth & Young Persons Budget campaign 2025/26. This figure, combined with the earmarked underspend from 2025/2026 of £4,362.50 would allow for overall funding of £25,000 in 2026/2027.

67. TO RATIFY ANY PUBLIC EVENTS LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

The Committee Clerk's report, detailing it had not been possible to submit representation on behalf of the Town Council in response to the one application owing to an insufficient number of Councillors responding to the request from the Committee Clerk, was **NOTED**.

It was further **NOTED** that no response was submitted in relation to the application for the Christmas Illuminations Switch-On for the avoidance of any conflict of interest owing to the applicant being an Officer of the Town Council.

68. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

The Meeting closed at 7.42pm